

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:424-536

Quotations are Due By:

(Eastern Time)11:00 AM on 06/12/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>

Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Security Information Report & Confiscation Report

QUANTITY: 20 books with 25 two-part chemical transfer sets per pad. (Total of 500 sets)

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems

submitting quotes via Quick Quote must be reported prior to bid opening time to Carrie Guasto, APS DC, at 202-512-0866 or cguasto@gpo.gov.

TRIM SIZE: Sets: 4-1/2 x 9" (includes 5/8" bottom stub + 1/2" top stub)

Accounting Sheet: 4-1/2 x 9"

Chipboard: 4-1/2 x 9"

Cover: 4-1/2 x 27"

FORM NO: 33447018/7540FM0010658

PAGES: Top Cover: Face and Back (head to foot)

Accounting Sheet: Face only

Sets/Form: Face and Back (head to head)

SCHEDULE:

Furnished Material will be available for pickup by 06/13/2023

Deliver complete (to arrive at destination) by 06/20/2023

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

****DIGITAL PRINTING IS ACCEPTABLE****

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 bit or 600 x 600 x 4 bit depth technology.

NOTE: Except for the stock number, form number and edition date, **NO MARKING OR IDENTIFICATION OF ANY KIND** including government or contractor imprint, job number, plate number, trademark, or other identifying data, may appear on these copies. The stock used for this product must not carry a watermark.

PRODUCT: Double stub, matchbook style books. One book equals one numbered form, 25 two-part consecutively numbered chemical transfer sets with a separate wraparound cover/writing stop, a chipboard back plus a top cover).

STUB: Sets are to be held together at the 4-1/2" bottom by a 5/8" internally glued or pasted, perforated snap out stub; and at the 4-1/2" top by a 1/2" perforated binding stub (with 2 wire stitches).

PERFORATION: "Accounting Sheet" forms are to be perforated horizontally 1/2" from top binding edge.

CONSTRUCTION: Bind one "Accounting Sheet" form on top of 25 two-part sets per book. Wraparound, matchbook style cover with a top cover (may be either a 1 or 2 piece construction at the contractor's option). Bottom cover wraps around to form a writing stop between sets. Score the top cover at the binding stub. The bottom cover to be scored at all folds. Two (2) wire stitches through binding stub are required. A sheet of chipboard or equal, approx. 0.020" thick, to be placed between bottom set and cover.

PRINTING: Both parts of the set print (head to head) with common type/rule matter on the face and back in black ink. Copy designations (common) print in black in the bottom snap out stub. The Top Cover prints on the face and back (head to foot) with type/rule matter plus a 3-1/8" diameter agency seal in black ink with some type reversing out to appear white. No printing appears on writing stop.

The "Accounting Sheet" form prints type/rule matter in black ink on the face only. Note: The GPO imprint line must NOT appear on product.

NUMBERING: Number sets beginning with 301000 in RED ink, on the face of all parts, in the upper right corner (block identified as "Inventory Number", parallel to the 4-1/2 dimension, in an area 1-5/8 x 1/4 using 1/8 to 3/16 high characters. No missing numbers. Crash numbering not acceptable. In addition, "Accounting Sheet" form must contain the beginning and ending number (in RED) of set numbers contained therein each book.

MATERIAL FURNISHED: Contractor to receive. via email after award.

One (1) Purchase order.

One (1) Zip file that contains one (1) PDF for production and native files built in Adobe InDesign CC 13.0 (Mac) with fonts included.

Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
Sets & Accounting Sheet: JCP Code* O80, Carbonless Bond, Basis Size 17 X 22" Basis Weight
Cover & Writing Stop: JCP Code* P10, High-Finish Manila Tag, Basis Size 24 x 36" Basis Weight
Backer: JCP Code* R20, Newsboard, Basis Size 26 X 38" Basis Weight

SETS:

Part 1: White Chemical Transfer, CB, 13-21 lbs per 500 sheets, 17 x 22".

Part 2: Pink Chemical Transfer, CF, 13-21 lbs per 500 sheets, 17 x 22".

If the paper supplied has a basis weight of 15 lbs per 500 sheets, 17 x 22", then the paper must conform to all specifications contained in JCP Code O-80.

Note: Transfer imaging must be black.

ACCOUNTING SHEET Form: White C.W. Bond, basis size 17 x 22, basis weight 20 lbs. per 500 sheets.

TOP COVER & WRITING STOP: Manila C.W. Tagboard, basis size 24 x 36", basis weight 125-150 lbs. per 500 sheets or equal.

COLOR OF INK:

Black

Consecutive numbering in red

PRINT PAGE: See Above

MARGINS:

Adequate gripper. Follow electronic file.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at matthew.m.driscoll2.civ@mail.mil and cc: cguasto@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant. NOTE: Proof must show each part, sample of numbering, and stubs. Additionally, contractor must also specify in PDF proof the paper used for each part and the weight of the paper.

BINDING:

See "Description" herein.

PACKING:

Pack in consecutive order with low number on top. Shrink wrap and pack suitably in cartons and shipping containers to ensure books are not damaged during shipment.

LABELING/MARKING: In addition to regular markings, include two (2) Serial Numbers (beginning number of first book and ending number of last book only) of the books contained therein on outside labels, see below for reference.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

FORM No.: 33447018/7540FM0010658

EDITION DATE: June 2019

MANUFACTURED DATE: _____

QUANTITY/SEQUENCE: 20 books (302751-303250) [example at left is for reference only]

NUMBER OF BOXES: _____ EX. Box 1 of 4, Box 2 of 4...

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to matthew.m.driscoll2.civ@mail.mil and cc: cguasto@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 424-536, Req. No. 3-00515. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 20 books via traceable means to: Maryland Procurement Office, Attn: H98230-23-K-1872, 1472 Dorsey Road, Doors 1-3, Hanover MD 21076.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

.Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Ok'd Proof/Furnished Electronic File
P-9. Solid and Screen Tint Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): NONE